

Inquiry Regarding Air Conditioning Issues

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to follow up on the air conditioning issues you reported in your unit. I understand that the air conditioning has not been functioning properly, and I want to ensure that we address this matter promptly.

Please provide me with more details about the specific issues you have been experiencing, including any unusual noises, temperatures, or operational problems. Your feedback will help us assess the situation and determine the best course of action.

Sincerely,
[Your Name]
[Your Title/Position, if applicable]